

Paper Reference 31761H

Pearson BTEC Level 3

Nationals Certificate,

Extended Certificate, Foundation Diploma,

Diploma, Extended Diploma

INFORMATION TECHNOLOGY

UNIT 2: CREATING SYSTEMS TO

MANAGE INFORMATION (PART S)

Window for supervised period:

Monday 13 May 2019 – Friday 17 May 2019

SUPERVISED HOURS: 10 hours plus your
additional time allowance.

**INSTRUCTIONS TO
TEACHERS/TUTORS AND/OR
INVIGILATORS**

Q61594A

INSTRUCTIONS TO TEACHERS/TUTORS AND/OR INVIGILATORS

This paper must be read in conjunction with the unit information in the unit specification and the BTEC NATIONALS INSTRUCTIONS FOR CONDUCTING EXTERNAL ASSESSMENTS (ICEA) document.

See Pearson website for details.

Refer carefully to the instructions in this task booklet and the INSTRUCTIONS FOR CONDUCTING EXTERNAL ASSESSMENTS (ICEA) document to ensure that the assessment is supervised correctly.

The set task should be carried out under supervised conditions on a computer.

Electronic templates for Activities 2, 3, 4 and 5 are available on the website for centres to download for learner use.

Internet access is not permitted.

The learners must complete their work independently whilst being supervised by the teacher/tutor.

Centres are free to arrange the supervised assessment period how they wish provided the 10 hours (plus the additional time allowance) for producing final outcomes are under the level of control specified, and in accordance with the conduct procedures.

Centres are responsible for putting in place appropriate checks to ensure that only permitted material is introduced into the supervised environment.

MAINTAINING SECURITY

- During any break, materials must be kept securely.
- User areas must only be accessible to the individual learners and to named members of staff.
- Access to the internet is not permitted.
- Learners can only access their work under supervision.
- Learner work must be regularly backed up.
- Learners should save their work to their folder using the naming instructions indicated in each activity.
- Any work learners produce under supervision must be kept securely.
- Any materials being used by learners must be collected in at the end of each session, stored securely and handed back at the beginning of the next session.

OUTCOMES FOR SUBMISSION

**Each learner must create a folder to submit their work.
Each folder should be named according to the following
naming convention:**

**[Centre #]_[Registration number #]_
[surname]_[first letter of first name]**

**Example: Joshua Smith with registration number
F180542 at centre 12345 would have a folder titled
12345_F180542_Smith_J**

**Each learner will need to submit 6 PDF documents,
within their folder, using the file names listed.**

**Activity 1: activity1erd_[Registration
number #]_[surname]_[first letter of first name]**

**Activity 2: activity2tables_[Registration
number #]_[surname]_[first letter of first name]**

**Activity 3a: activity3interface_[Registration
number #]_[surname]_[first letter of first name]**

Activity 3b: activity3report_[Registration number #]_[surname]_[first letter of first name]

Activity 4: activity4testing_[Registration number #]_[surname]_[first letter of first name]

Activity 5: activity5evaluation_[Registration number #]_[surname]_[first letter of first name]

An authentication sheet must be completed by each learner and submitted with the final outcomes.

The work should be submitted no later than 21 May 2019.
